



## Cloud based servers

Notetalker uploads to a number of different cloud-based servers. When you wish to open a Notetalker file you will need to make sure that it is located on your PC. To do this you will need to download the relevant Cloud server program onto your PC, or in the case of Note Taking Express, download the file to your PC from your NTE folder on the website.

### Instructions for uploading to Dropbox(iOS and Android)

1. With Apple device configure your Dropbox account in the App before you try to upload a recording. With Android it will prompt you when you first try to upload.
2. For Apple devices go to settings and set up your Dropbox with username and password. For Android enter your user name and password when prompted.
3. Download your Dropbox account to your PC. You must do this to enable Notetalker Edit to access the recording. To download go to the Dropbox website, download and then install. Once installed Dropbox on your PC will regularly sync with your Cloud based account.
4. With Android you will be given a choice of which folder you want to save the recording in. Click the folder and the recording uploads. With Apple the recording is saved in a folder called Apps, sub folder Conversor Notetalker.

### Instructions for Uploading to iCloud (iOS only)

5. The device will sync with the iCloud account you have set up with Apple.
6. Click on Export to iCloud and the recording will be uploaded
7. Download iCloud Drive to your PC and it will sync with your iCloud account.
8. You can see the Notetalker folders in your iCloud Drive folder

### Instructions for uploading to OneDrive (iOS and Android)

9. When you click on Export to OneDrive you will be asked to enter your account username and password.
10. Once you have entered your details your file will upload to your OneDrive account.
11. Download OneDrive to your PC.
12. You will see your Notetalker recording folders in your OneDrive folder.

### Instructions for uploading to Google Drive (Android)

13. Export to GoogleDrive and a pop up box will appear with options for the Google account you used to set up your phone or another account.
14. Use the Google account to set up your phone and the recording will upload to your GoogleDrive.



15. Download GoogleDrive to your PC.
16. GoogleDrive will sync your phone and PC.
17. You will see your Notetalker folders in GoogleDrive folder on your PC

#### Instructions for uploading to Notetaking Express (iOS and Android)

18. For upload to the Note Taking Express server for notes and transcriptions you can either configure this in the Settings tab or do after you click export recording to NTE.
19. To configure in the settings tab, scroll down click on Set Up.
20. Enter Username and Password.
21. Alternatively click on Export to NTE.
22. If you are part of a University notetaking programme you will have been given a Username and password to login. To Login press Login or Setting and enter your Username and password. You then need to go back to your recording and click on Export to NTE again (only for the first recording, subsequent recordings will upload automatically)
23. To Sign Up for an account as an individual click on Signup and complete the information on the Signup form. A Username and password will be emailed to you.
24. Recordings are uploaded to Note Taking Express website and you will be notified by email when your notes/transcriptions are ready.